



## CITY OF HERMOSA BEACH

COMMUNITY DEVELOPMENT DEPARTMENT | PLANNING DIVISION  
1315 VALLEY DRIVE | HERMOSA BEACH | CA 90254

FOR QUESTIONS PLEASE CONTACT [PLANNING@HERMOSABEACH.GOV](mailto:PLANNING@HERMOSABEACH.GOV) OR CALL (310) 318-0242

**Office Hours:** Monday to Thursday, 7:00 a.m. to 6:00 p.m.

### Planning Division

#### **Plan Submittal Acceptance Checklist for Condominium projects**

Project Address		
Property Owner's Contact	Name:	
	Email:	Phone:
Zoning Designation		
Reviewed by/ Accepted by		
Scope of Work		

Planning Submittal Checklist	
	(5) 24" X 36" Full set of architectural plans to scale with dimensions
	Property owner's email address
	Public Works C-Sheets acceptance checklist initiated by Public Works Engineer: - <i>Required for all new construction.</i> - <i>Total S.F. Habitable and/or accessory structures expansion 400 S.F. or more?</i>
	LID Required: - <i>All new construction is required.</i> - <i>For existing site where 2,500 SF of surface area of lot is disturbed.</i>
	Project Summary Table:
	Project Cover Page (project description, project contacts, location/vicinity map, sheet index)
	Site Plan: ( <i>Property lines, lot dimensions, property corner elevations, setbacks</i> )
	Proposed Floor Plans: ( <i>Property lines, lot dimensions, property corner elevations, setbacks</i> )
	Private Storage Space: (minimum of 200 cu. ft.)

	Existing Floor Plans: (if applicable) ( <i>Property lines, lot dimensions, property corner elevations, setbacks</i> )
	Roof Plan: ( <i>Property lines, lot dimensions, property corner elevations, setbacks, critical points, dimensions to critical points</i> )
	Elevations (Photos are acceptable to meet this requirement for existing elevations): ( <i>property lines, XX.XX PC, critical points</i> )
	Landscape Plan: ( <i>Property lines, lot dimensions, setbacks, area calculation, planting legend</i> )
	Open Space: ( <i>dimensions, square footages</i> )
	Parking Spaces: ( <i>number of parking spaces, 3 <b>driveway slope profiles required if 5% or greater</b></i> )
	CD PDF copy of plans
	18 Tentative Tract or Parcel Maps: (1 copy must be wet stamped and signed by a California licensed civil engineer or land surveyor.)
	Wet Stamped Topographical Survey required if the Tentative Parcel Map does not have the required topographical survey information. ( <i>lot dimensions, XX.XX PC</i> )
	Preliminary Title Report: (within the last 30 days or equivalent)
	Completed General Planning Application Form: ( <i>All projects over 7 units must also complete an Environmental Information Form. All required signatures must be included on the application.</i> )
	1 set of CC&R's: ( <i>HBMC Section 17.22.050</i> )
	Colored Architectural Rendering: ( <i>A street view perspective showing the three-dimensional qualities of the proposed development. A rendering must be provided showing the relationship of the proposed development to adjacent lots.</i> ) <b><i>This can be submitted at a later time, but needs to be submitted prior to scheduling a Planning Commission meeting.</i></b>
	A reminder for the Planner to inform the applicant that they are required to submit a copy of the application materials to LA County Fire Department (Land Development Unit) for review.
	A reminder for the Planner to inform the applicant if the proposed project is located within the coastal zone.